



REQUEST FOR INFORMATION

1201 Civic Center Blvd.
Yuba City CA 95993
Email: tllocke@yubacity.net
Fax: (530) 822-7689

CITY CLERK USE

Date: _____

Name: _____ Phone: _____

Address: _____

Email: _____

Preferred method to receive documents: Email Mail Pick-up Other: _____

Please provide a detailed description of the information that you are requesting:

The California Public Records Act requires that the City provide a response to the requester no later than 10 calendar days from the receipt of the request as to whether the records exist and will be disclosed. The ten-day response period starts with the first calendar day after the date of receipt. If the request is received after business hours or on a weekend or holiday, the next business day is considered the date of receipt. The time limit for responding to a public records request is not necessarily the same as the time within which the records must be disclosed to the requester. The City of Yuba City has no duty to create a record that does not exist at the time of request.

CITY CLERK'S OFFICE USE ONLY

Respond by: _____

Routed to: _____ Date: _____ Department: _____

Return to Clerk's Office by: _____

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Completed: _____ Delivery Method: _____

Copy Fees Collected/Invoiced: _____ (Account # 100-44121)